

## Theme: Hand-in and plagiarism control

### Fronter 82

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#### News in volume 82:

- There are no changes in this version

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## Introduction

This document is about the tool *Hand in- folders* in Fronter 82. The examples are an attempt to illustrate well-known problems connected to teaching.

Fronter is continually developing and improving. There may therefore be some discrepancies between documentation and application. This guide was written to Fronter 82.

Our experience has shown that Hand in-folder is a useful and popular tool. We have also tried out exams attached to submissions, in customised rooms in Fronter, something that will be mentioned in more detail towards the end of this guide.

We hope you find this guide useful.

Lillehammer, August 2008  
Steinar Hov/Ingun Vaglid

## The process

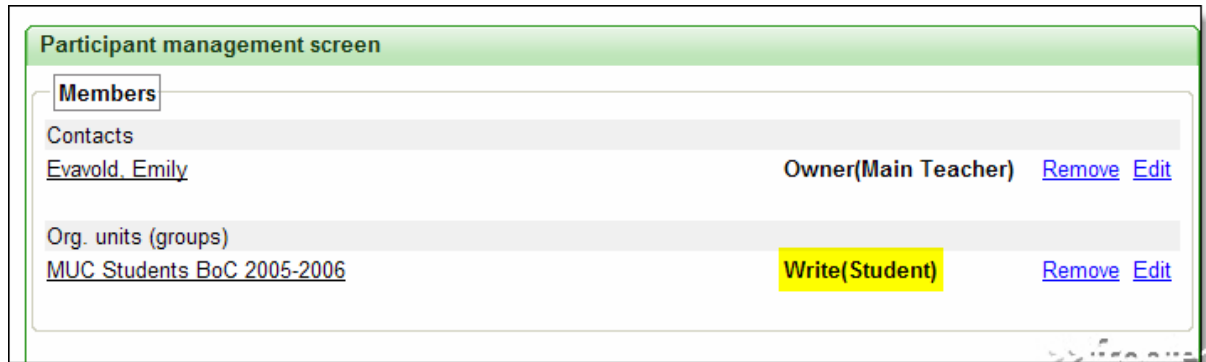
Students doing Chemistry studies have been given some homework. These exercises are to be submitted within a specified time limit. In these situations the hand in -folder might be just the thing: students get a reminder about the deadline, the teacher get a good display of the work handed in, the answers can be commented on, passed, and be given a mark (depending of what is suitable in each case), and the portfolio gives an overall display of the submissions.

This is the process:

- Creating the actual Hand in folder with time-limit (teacher)
- Uploading the assignment text (teacher)
- Reading the assignment text (students)
- Hand in/ uploading the work (students)
- Comments, verification and marking (teacher)
- Going through the comments (students)
- View/ control of the portfolio (students/teacher)

## Setting up

For the students to be able to hand in/upload their work, they must have write rights in the room. Here, the whole group MUC Students BoC 2005-2006 is added:



Now then, where should we place the tool *Hand in*?

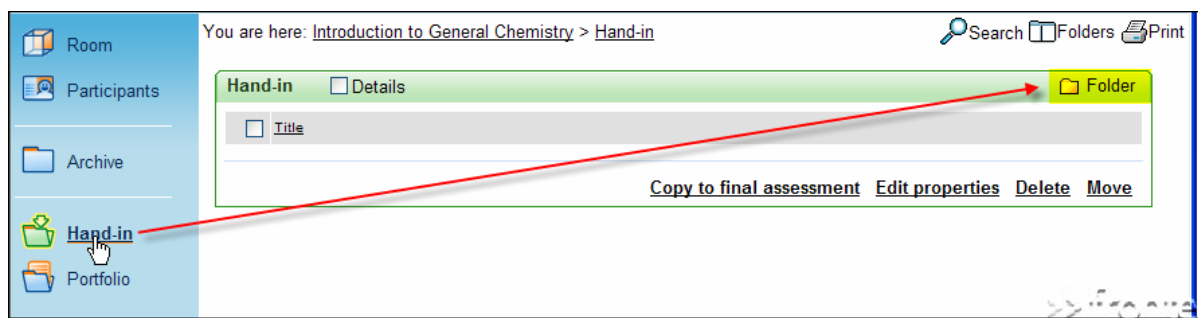


To begin with, most teachers created their Hand in- folders in the tool *Archive*. Our experience is, however, that it became difficult for the students to find it, and some of them would hand in their work *outside* the actual folder.

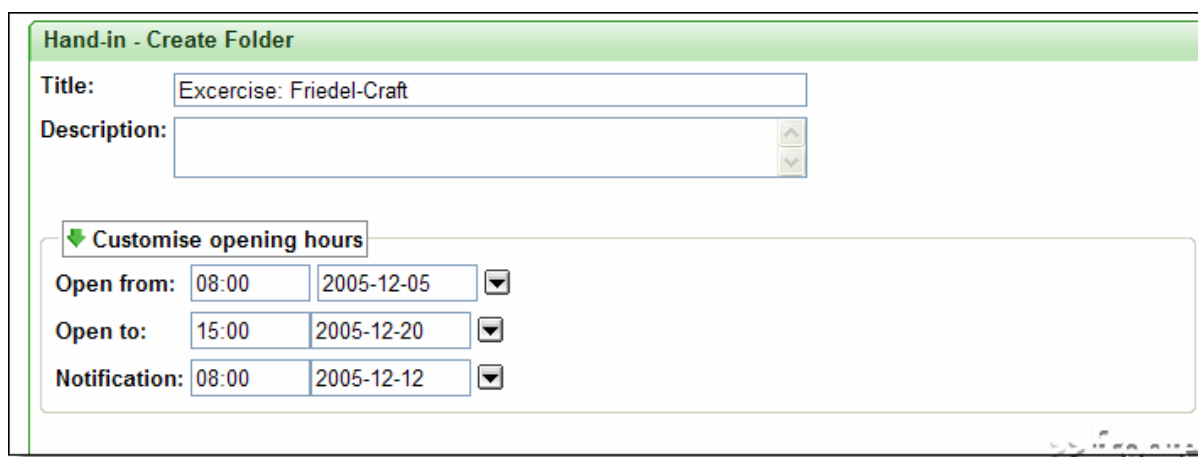
It works better if the hand in folders is added as a separate tool button in the left margin. When the students want to submit some work, they know instinctively where to go, and at the same time it is not possible to upload work outside of the hand in folder. In the "ordinary" archive this is possible as you know.

## Enter title, date control and contents.

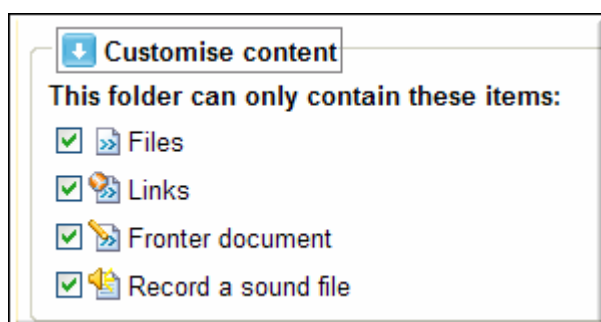
To create a hand in- folder you need to enter the name of the folder, select "opening hours" (date intervals) and decide on its contents. A click on *Folder* gives us the option to create a new folder:



Here we enter a descriptive title as well as the opening hours. *Notification* means that if a student has this option on his/her start page in Fronter "Today", the count-down to the point in time when it is no longer possible to make any alterations, will be displayed:



It is also possible to limit what a student is able to create in this folder by selecting *Customise content*:



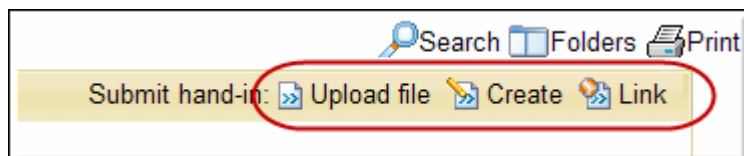
### About *Customise content*

Here you see we have 4 options for hand-in:

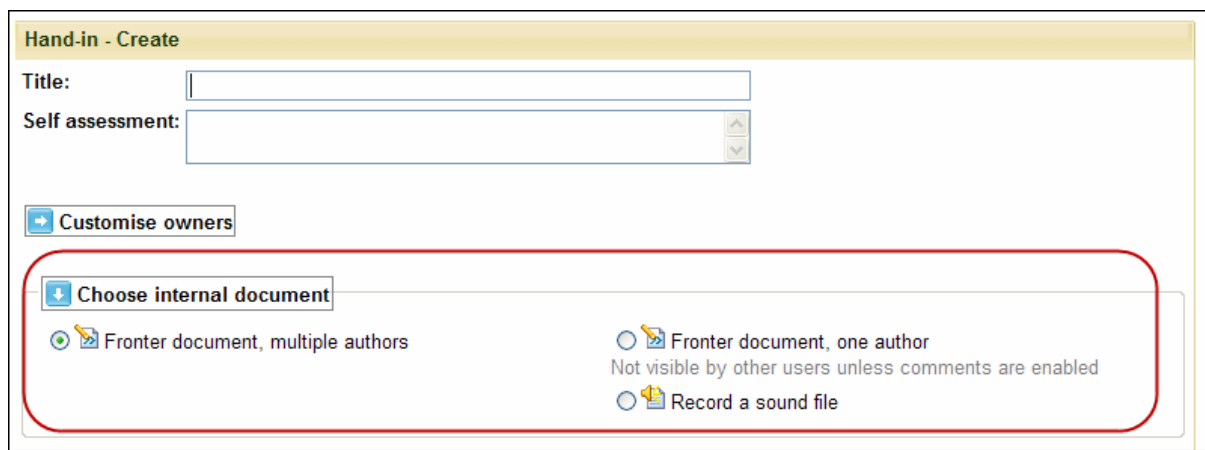
- *Files*: The students can upload one or more files.

- *Links*: The students can paste a link from a webpage.
- *Fronterdocument*: The students can create a Fronterdocument and it can be edited as long as the folder is open (active).
- *Record a sound file*: The students can record a soundfile in the folder using the Fronter sound recorder.

The selections you choose will show up in the folder in the upper right corner:



If a student selects *Create* the options *Fronterdocument* and *Record a sound file* show up:



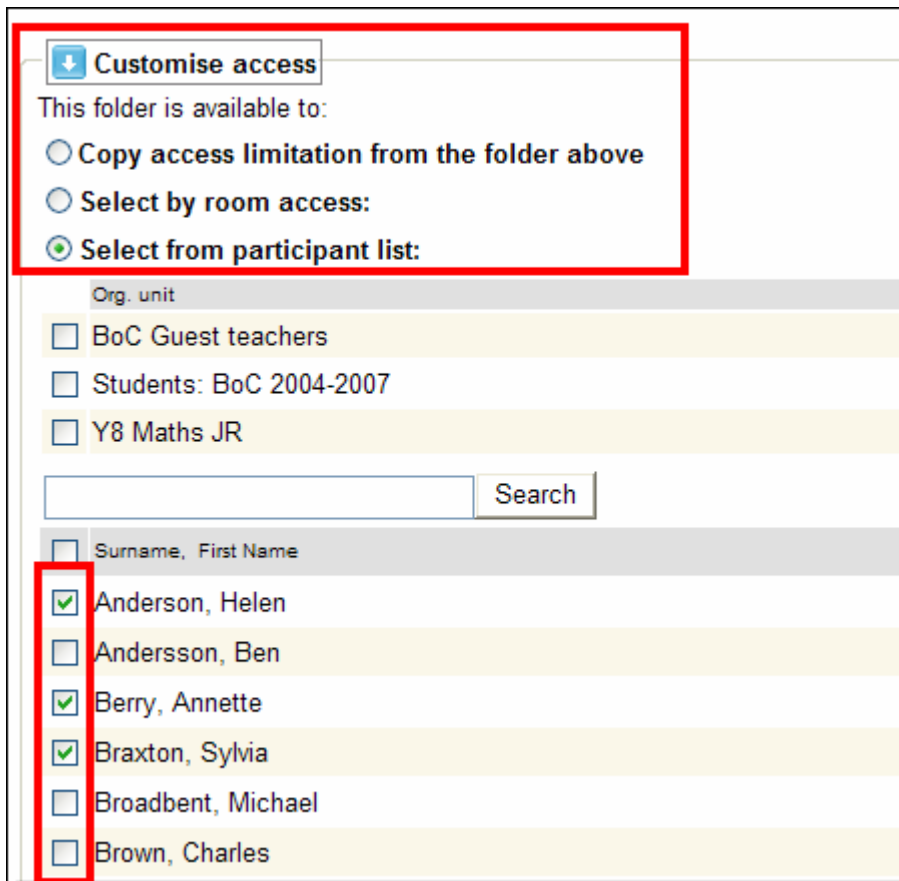
When you are finished, the reminder on the *Today page* will appear like this:

Notification					
Title	Room	Open from	Open to	Remaining days	
<a href="#">Excercise: Friedel-Craft</a>	Introduction to General Chemistry	2005-12-05 08:00	2005-12-20 15:00	8d	

## Customise access

In some cases, only a selected group of students/pupils need to have access to a particular hand-in folder. You do this, for instance, by selecting them from the participant list.

First open the *Customise access* option, then choose *Select from participant list*.



The screenshot shows a web interface for customizing folder access. A red box highlights the 'Customise access' tab and the radio button options. Below, a list of organizational units is shown with checkboxes. A search bar is present. A second red box highlights a list of participants with checkboxes, where several are already checked.

**Customise access**

This folder is available to:

- Copy access limitation from the folder above
- Select by room access:
- Select from participant list:

Org. unit

- BoC Guest teachers
- Students: BoC 2004-2007
- Y8 Maths JR

Search

Surname, First Name

- Anderson, Helen
- Andersson, Ben
- Berry, Annette
- Braxton, Sylvia
- Broadbent, Michael
- Brown, Charles

As you can see, you can now put a tick against those who need to have access. An example of where this might be useful is if the vast majority of students have a particular deadline for an assignment, while a few have an extended delivery deadline. In this instance, you create two hand-in folders where students/pupils only have access to one of them. This will prevent you from having a list of students with the status Not delivered in the relevant folders.

## Anonymous/hidden hand-ins

### IMPORTANT:

At this stage this feature is being tested. Thus we have to adjust some additional settings to ensure that the students' names become hidden to the teachers.

In some situations, it may be desirable for assignments to be handed in anonymously, for instance, as part of an exam. This option is available under *Limit/adjust access rights*

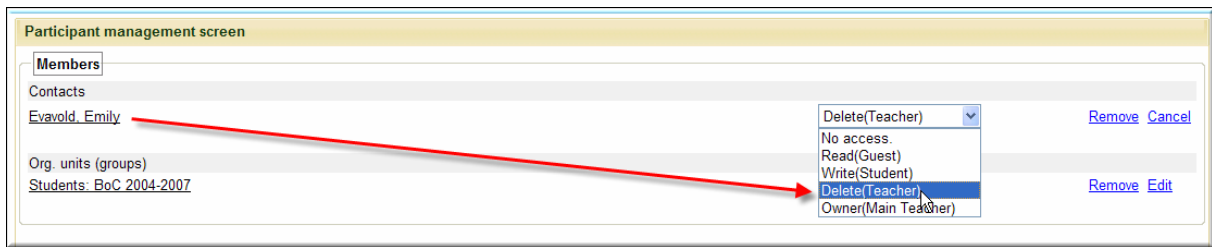
The screenshot shows a web form titled "Hand-in - Create Folder". It has several sections:

- Title:** A text input field containing "Assignment no 2 - The inert gases".
- Description:** A text area with up and down arrow icons on the right side.
- Customise opening hours:** A section with three rows of input fields:
  - Open from:** Time "08:00" and date "2006-01-20" with a dropdown arrow.
  - Open to:** Time "12:00" and date "2007-12-30" with a dropdown arrow.
  - Notification:** Time "08:00" and date "2006-01-25" with a dropdown arrow.
- Customise access:** A section with a sub-section titled "Limit/adjust access rights" (highlighted with a red box). This sub-section contains:
  - Standard access** - based on the member's access in the room
  - Guests** - that normally has read access in the room should have **write access in this folder**
  - Pupils/students** - that normally have write access in the room should have **read access in this folder**
  - Hide the names of the students for the examiner** (highlighted with a red box)

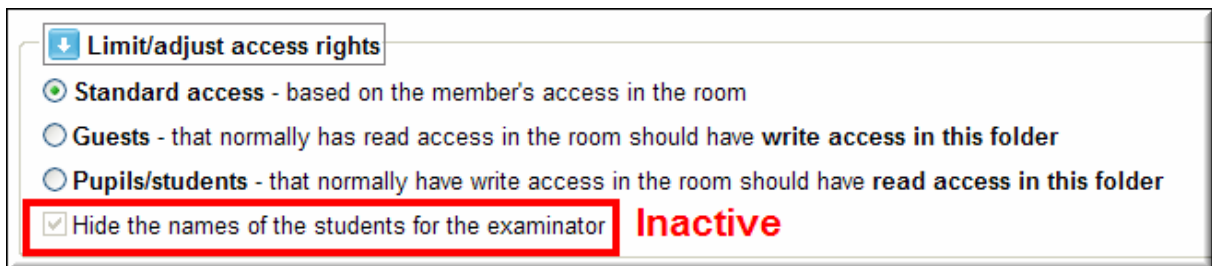
### IMPORTANT!

The name of the student/pupil will be hidden in the assignment handed in to those who have *delete rights* in the room. If a teacher has *owner rights* the names will be shown. This also applies if a teacher with delete rights creates a hand-in folder like this. In this instance, the relevant teacher has the chance to change this feature back to "standard" for the hand-in folder, so that the names will be visible again.

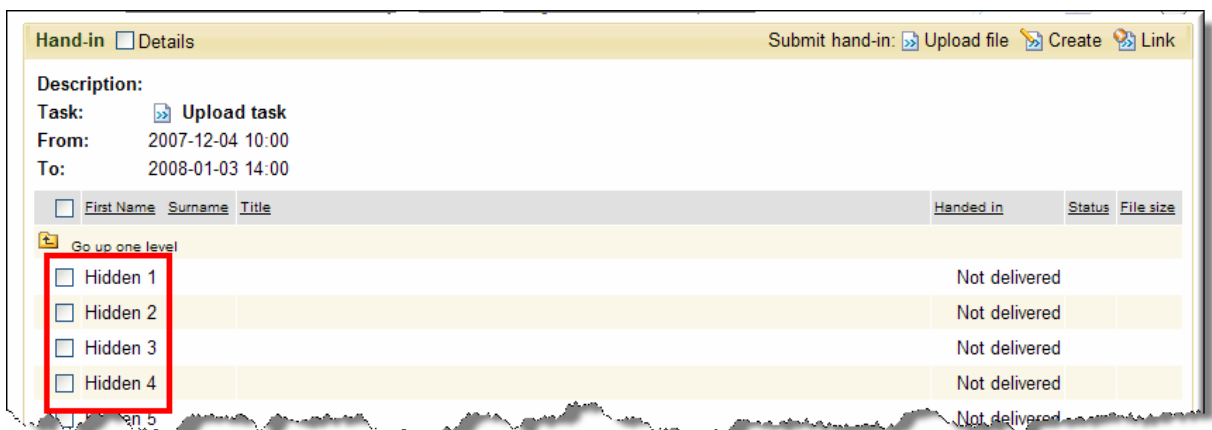
In an exam situation, it would be appropriate for the access rights in the room to be downgraded from owner to delete and for the actual folder to be created by someone other than the examiner.



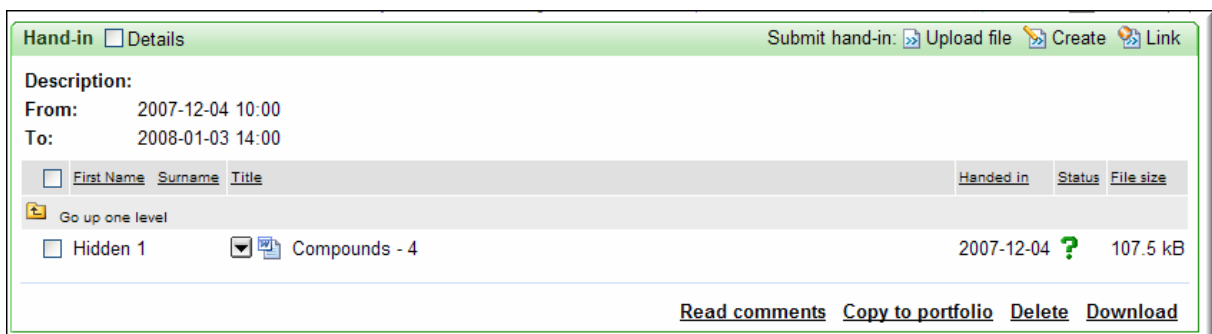
A teacher who has delete rights only will not be able to modify the setting to hide a student's name if the folder has been created by someone else.



After the hand-in folder has been created, it will appear as shown below:



When a student/pupil has uploaded a task, the result will be shown as follows:



The examiner will see the following screen after someone has handed in an assignment:

Hand-in  Details Submit hand-in: [Upload file](#) [Create](#) [Link](#)

Description:  
 From conventional to unconventional use of inert gases  
[Upload task](#)

From: 2006-01-20 08:00  
 To: 2007-12-30 12:00

<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	File size
<input type="checkbox"/>	Go up one level					
<input type="checkbox"/>	Hidden 1		<input checked="" type="checkbox"/> Group 01 - Inert gases - unconventional use	2004-09-18	✗	9 Paragraphs
<input type="checkbox"/>	Hidden 2		<input checked="" type="checkbox"/> Inert gases - final hand-in from Group 01	2004-09-18	✓	1 Paragraphs
<input type="checkbox"/>	Hidden 3		<input checked="" type="checkbox"/> UNCONVENTIONAL SCIENCE.doc	2004-09-22	✓	28.5 kB
<input checked="" type="checkbox"/>	Hidden 4		<input checked="" type="checkbox"/> Helens assignment	2007-04-19	✓	20.0 kB
<input type="checkbox"/>	Hidden 5		<input checked="" type="checkbox"/> Inert gas - my assignment.doc	2007-11-27	✓	30.5 kB
<input type="checkbox"/>	Hidden 6			Not delivered		
<input type="checkbox"/>	Hidden 7			Not delivered		
<input type="checkbox"/>	Hidden 8			Not delivered		
<input type="checkbox"/>	Hidden 9			Not delivered		

The room owner can later remove the tick marks to show the names:

Limit/adjust access rights

- Standard access - based on the member's access in the room
- Guests - that normally has read access in the room should have **write access in this folder**
- Pupils/students - that normally have write access in the room should have **read access in this folder**
- Hide the names of the students for the examiner

The students' names will then be displayed again:

Hand-in  Details Submit hand-in: [Upload file](#) [Create](#) [Link](#)

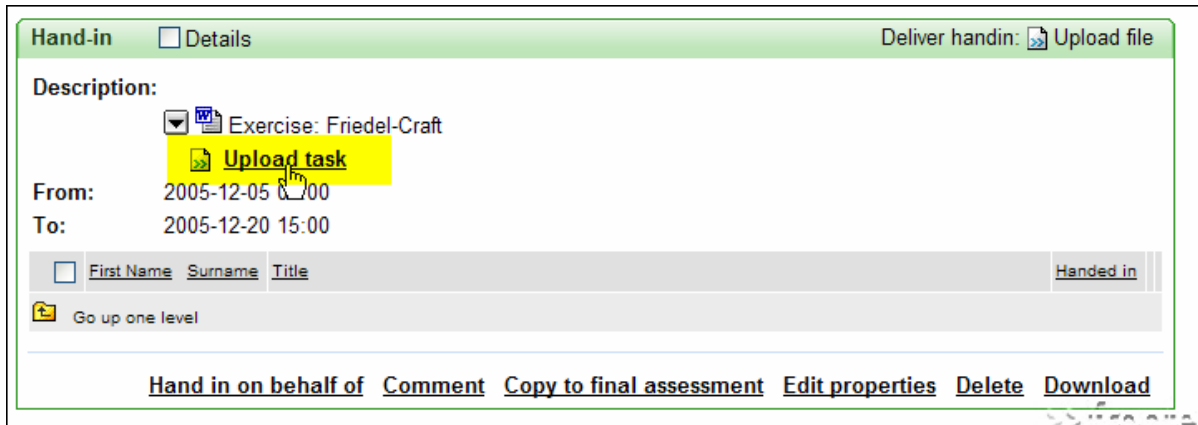
Description:  
 Task: [Upload task](#)

From: 2006-10-03 20:00  
 To: 2006-12-15 20:00

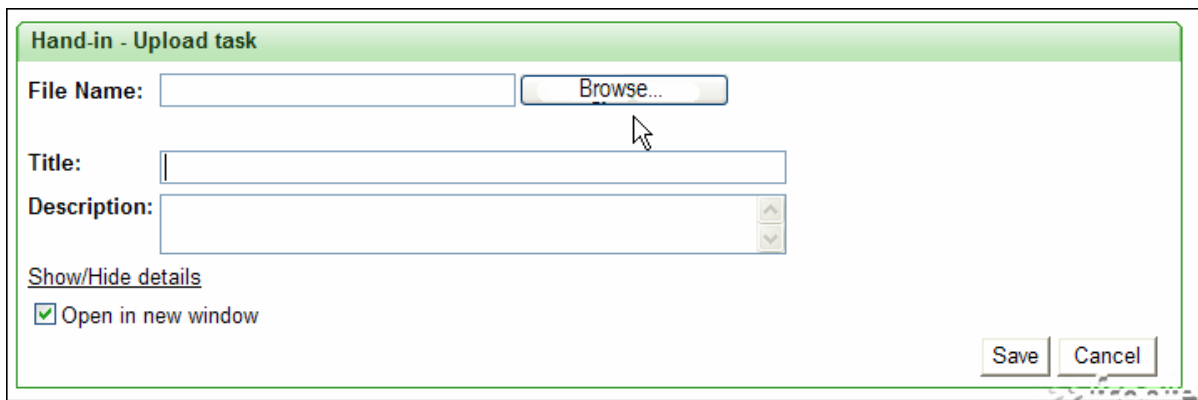
<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	File size
<input type="checkbox"/>	Go up one level					
<input type="checkbox"/>	Ben Andersson		<input checked="" type="checkbox"/> FC analysis	2005-06-15	✓	32.5 kB
<input checked="" type="checkbox"/>	Helen Anderson		<input checked="" type="checkbox"/> 20050715 Organic chemistry	2007-04-26	✓	1 Paragraphs
<input checked="" type="checkbox"/>	Annette Berry		<input checked="" type="checkbox"/> Not delivered	2007-01-30	✗	1 Paragraphs

## Uploading the assignment text (task)

The text of the task (one or more files) can be put in the hand in- folder by the teacher:

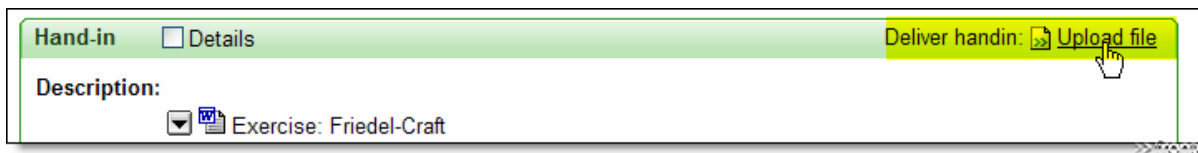


You just have to browse through to where it is saved:



## Handing in work

When the time is right, and the folder is active, the students will have access to reading the task text by clicking on it, as well as handing in their work:



## Individual submission:

The students must find the file which is to be handed in:

The screenshot shows a dialog box titled "Hand-in - Upload file". It features a "File Name:" input field with a "Browse..." button and a "Multiple files" checkbox. Below this are "Title:" and "Self assessment:" input fields. A "Customise owners" section contains two radio buttons: "Individually" (which is selected) and "Group hand-in:". There is a "Show/Hide details" link and a checked "Open in new window" checkbox. "Save" and "Cancel" buttons are located at the bottom right of the dialog.

As you can see the default is *Individually*

If several files are to be handed in, the process has to be repeated for each file.

### Note

mkindividual

The simplest way is for the student to upload files one by one (usually there will not be that many), but it is possible to upload all of them at the same time by selecting *Multiple files*. Some of you may think that this is a bit unfamiliar because of the user interface so you may prefer the first method.

## Group hand-ins

In many cases the students work together on one or more assignments. There is nothing to stop them from handing in their work collectively in Fronter: one of them will do the actual hand-in, at the same time as placing a tick for each of the group members. This will appear in the teacher's display (*group hand-in*), and it is sufficient to comment on the collective work. Each student will then see "his/her" work with the teacher's comments.

The process is exactly the same as described in the previous example – only the option *Customise owners* has been added.

**Hand-in - Upload file**

Title:

Self assessment:

**Customise owners**

Individually

**Group hand-in:**

First Name Surname

Ben Andersson

Neil Bagley

Annette Berry

Fred Brown

Charles Brown

Desmond Burns

Here the person who does the actual handing in, places a tick for the other members of the group.

After submitting (Save,) Ben gets this information – note that it has been ticked for *Details* in order to see the names of the others in the group:

**Hand-in**  **Details** Deliver handin: [Upload file](#)

**Description:**

Exercise: Friedel-Craft

**From:** 2005-12-05 08:00

**To:** 2005-12-20 15:00

<input type="checkbox"/>	First Name	Surname	Title	Handed in	Score
Go up one level					
<input type="checkbox"/>	Ben				
<input checked="" type="checkbox"/>	Andersson (Group hand-in)		Friedel-Craft - group 4	2005-12-12	87.5 kB

Group members: Ben Andersson, Neil Bagley, Annette Berry, Fred Brown

[Read comments](#)
[Copy to final assessment](#)
[Edit properties](#)
[Delete](#)
[Download](#)

The teacher will get the details of the submission for the group like this:

<input type="checkbox"/> Ben Andersson, Neil Bagley, Annette Berry, Fred Brown (Group hand-in)	<input type="checkbox"/> Friedel-Craft - group 4	2005-12-12
--	--	------------

When commenting on the work, you use exactly the same process as in the example before; the only difference being that comments, marks etc automatically will come to all the group members. The portfolio is also fully updated with these details so that the same information will be displayed to each of the group members.

### Hand in on behalf of

This option deals with situations where the teacher can hand in on behalf of a student. This function is quite useful in many ways, e.g. if the student has not managed the submission process, sent work via e-mail, made an oral presentation or completed a practical task. The teacher will thus have an overview of the tasks that have been completed as well as having the opportunity to mark these.

First you have to place a tick for the student in question (or several if this is a group submission) and then click on *Hand in on behalf of*, which can be found at the very bottom:

<input type="checkbox"/> Ken Robinson	Not delivered
<input type="checkbox"/> Fay Smith	Not delivered
<input checked="" type="checkbox"/> John Taylor	Not delivered
<input checked="" type="checkbox"/> Linda Young	Not delivered
<a href="#">Hand in on behalf of</a> <a href="#">Comment</a> <a href="#">Copy to final assessment</a> <a href="#">Edit properties</a> <a href="#">Delete</a> <a href="#">Download</a>	

As a teacher you now have two options on how to hand in on behalf of the students:

#### 1) Upload one or multiple files to Hand in:

This is the normal process:

Here you choose whether to upload one or more files. As you will see, the names are already filled in and this will be a *Group hand-in*.

## 2) Enter a title and/or a description, which will lead to a Fronter document automatically being created

Sometimes it is not practical to hand in a file in Fronter: It could be a practical assignment, a dance, a multi-media presentation etc. The submission is therefore a virtual document that is automatically created if you enter a *title* and *description*:

And this is how it will be displayed:

Hand-in  Details Deliver handin: Upload file

Description:  
 Exercise: Friedel-Craft  
 Upload task

From: 2005-12-05 08:00  
 To: 2005-12-20 15:00

<input type="checkbox"/>	First Name	Surname	Title	Handed in		
Go up one level						
<input checked="" type="checkbox"/>	Linda Young		<input checked="" type="checkbox"/> Handed in a CD-ROM	2005-12-12		1 Paragraphs
<input checked="" type="checkbox"/>	John Taylor		<input checked="" type="checkbox"/> Handed in a CD-ROM	2005-12-12		1 Paragraphs
<input type="checkbox"/>	Ben Andersson, Neil Bagley, Annette Berry, Fred Brown (Group hand-in)		<input checked="" type="checkbox"/> Friedel-Craft - group 4	2005-12-12		87.5 kB

By clicking on this file you will see that it is a FronterDocument:

FronterDocument  Edit  Comments  Lock all

Title: Handed in a CD-ROM  
 Version: Last version: 0.1   
 Owner: Linda Young  
 Description:  
 Last Revised: 2005-12-12 09:46

[Insert paragraph](#) [Insert image](#) [Insert equation](#)

---

[Insert paragraph](#) [Insert image](#) [Insert equation](#)

Comments, verification and marking takes place as for other submissions.

As long as a hand-in-folder is active (open) a student will be able to delete his/her own work, and hand in work. When the hand in- folder has become inactive, the buttons will disappear from beneath the files (Delete and Move), and only Read comments will be available.

## Not Handed in

It is very apparent in a hand in folder who has not handed in their work, but there is a situation where this has to be followed up in a bit more detail: If a handing in is attached to *Learning goal* and is part of the portfolio method, you as a teacher will not have a display of missing submissions in the *Portfolio tool*, because here only the assignments that have been handed in are displayed.

It may therefore be prudent to do a hand in on behalf of these students by using *Hand in on behalf of* and enter a title so an empty document is created (possibly with some comments):

**Hand-in - Hand in on behalf of**

Name: Ken Robinson

File Name:

If not upload, then give a title and a Fronterdocument will be created

Title:

Description:

[Show/Hide details](#)

Open in new window

You can then note that no work was handed in by this student, so it clearly appears in the portfolio.

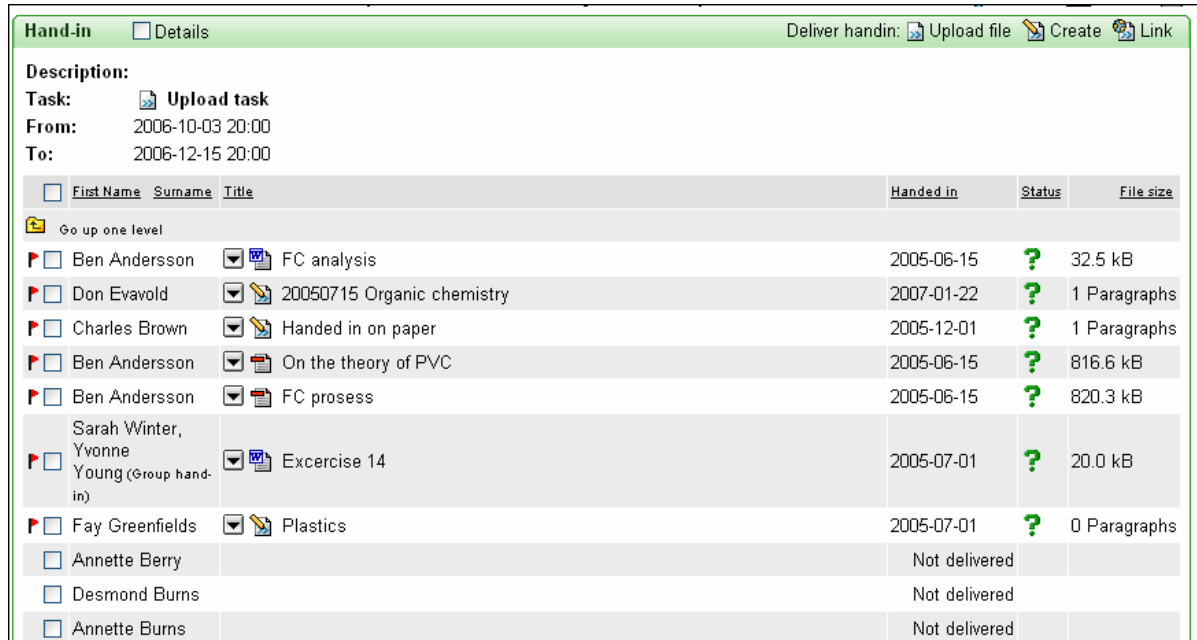
### Handed in outside of the Hand in folder

It does happen that some students hand in work outside of the actual hand in- folder. This tends to happen if the folder is in the Archive-tool so it is possible to upload a file without opening the hand in- folder. Alternatively this could also happen if the student uses the Copy function.

You must first make sure that the folder is open (active). Then, as a teacher you will be able to drag and drop the work directly to the hand in- folder, and the submission will be attached to the student's name as if it had been handed in "normally". If this is a group hand-in you will have to select Edit properties in front of the document handed in and tick for this.

## Comments, verification and marking

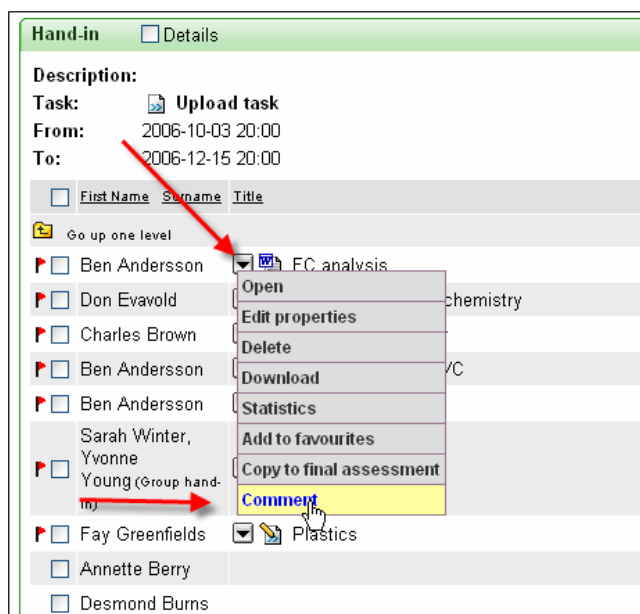
The teacher will at all times be able to have full overview of the hand-ins:



<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	File size
<input type="checkbox"/>	Go up one level					
<input type="checkbox"/>	Ben Andersson		FC analysis	2005-06-15	?	32.5 kB
<input type="checkbox"/>	Don Evavold		20050715 Organic chemistry	2007-01-22	?	1 Paragraphs
<input type="checkbox"/>	Charles Brown		Handed in on paper	2005-12-01	?	1 Paragraphs
<input type="checkbox"/>	Ben Andersson		On the theory of PVC	2005-06-15	?	816.6 kB
<input type="checkbox"/>	Ben Andersson		FC prosses	2005-06-15	?	820.3 kB
<input type="checkbox"/>	Sarah Winter, Yvonne Young (Group hand-in)		Excercise 14	2005-07-01	?	20.0 kB
<input type="checkbox"/>	Fay Greenfields		Plastics	2005-07-01	?	0 Paragraphs
<input type="checkbox"/>	Annette Berry			Not delivered		
<input type="checkbox"/>	Desmond Burns			Not delivered		
<input type="checkbox"/>	Annette Burns			Not delivered		



Here you will see that a group hand-in has happened, as well as six individual submissions, but several students have not yet handed in.

When you are evaluating the assignments that have been handed in, you must select the quick menu from the little symbol in front of the filename:



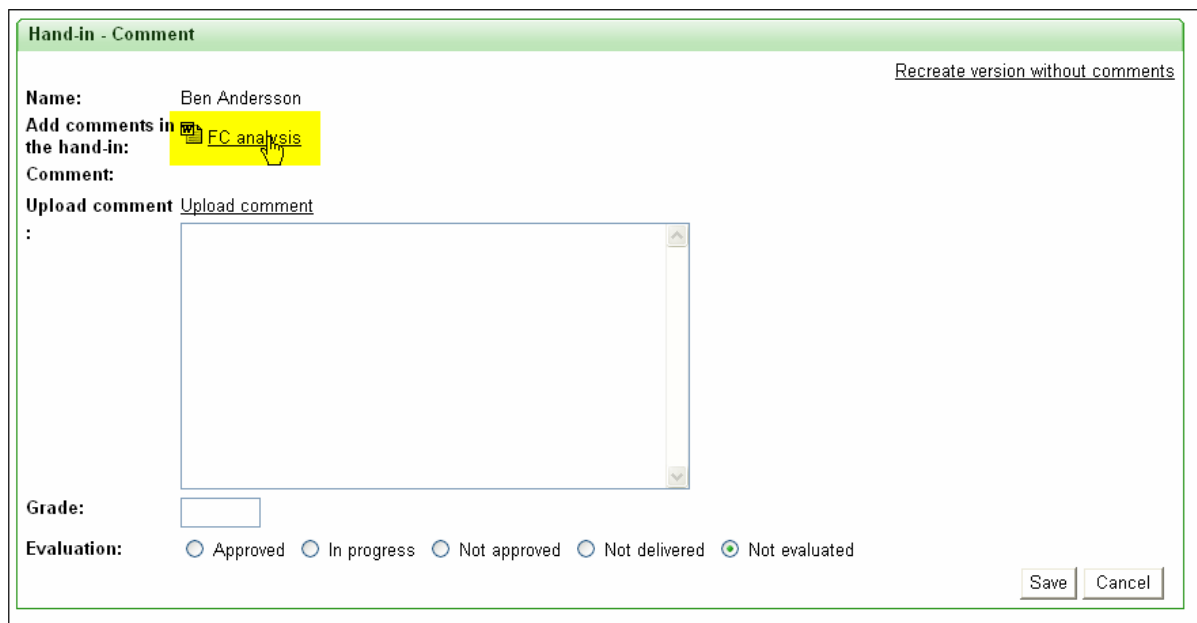
You are now ready to evaluate/ comment.

The symbols to the right are:

-  Approved
-  In progress
-  Not approved
-  Not delivered
-  Not evaluated

## Commenting directly in the text

If the text is not too voluminous it can be handy to give comments directly in the text:



Hand-in - Comment [Recreate version without comments](#)

Name: Ben Andersson

Add comments in the hand-in:  FC analysis

Comment:

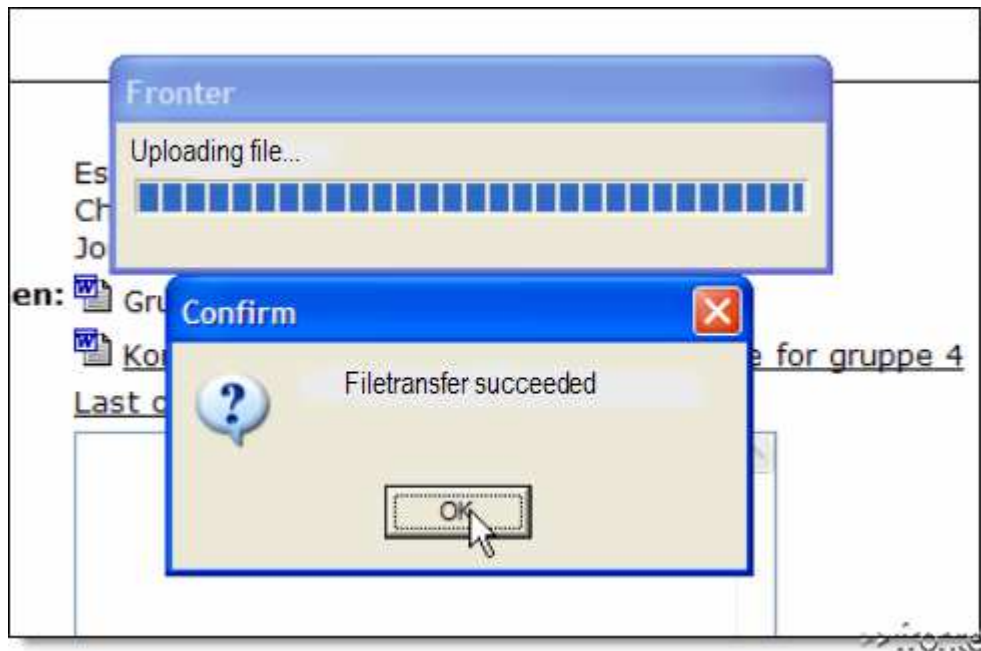
Upload comment [Upload comment](#)

Grade:

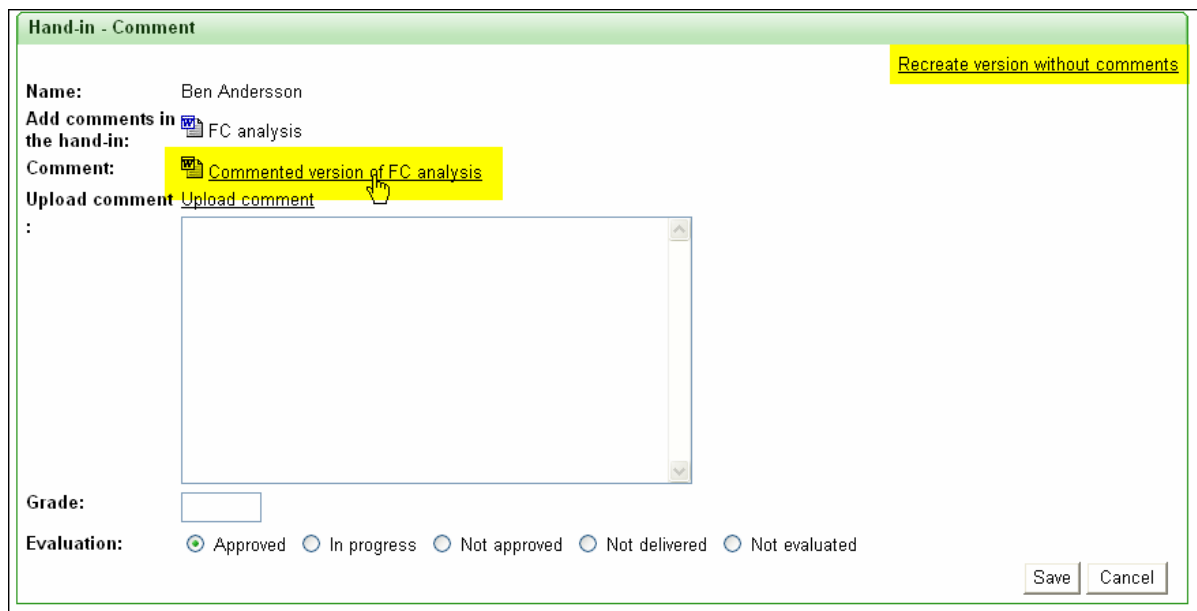
Evaluation:  Approved  In progress  Not approved  Not delivered  Not evaluated

You just click on the work as shown in the figure above, write your comments and save before you go back out. Here the function “Open – Edit – Save will be used automatically (if you use Internet Explorer), so you get directly into a copy of the file that has been handed in, and can write your comments there. The actual source programme (Word, Excel, etc) starts automatically so you can write where it is appropriate in the text. For the students to be able to find your comments easily, you ought to use frames, colours, highlights etc to keep your comments apart from the actual submitted work.

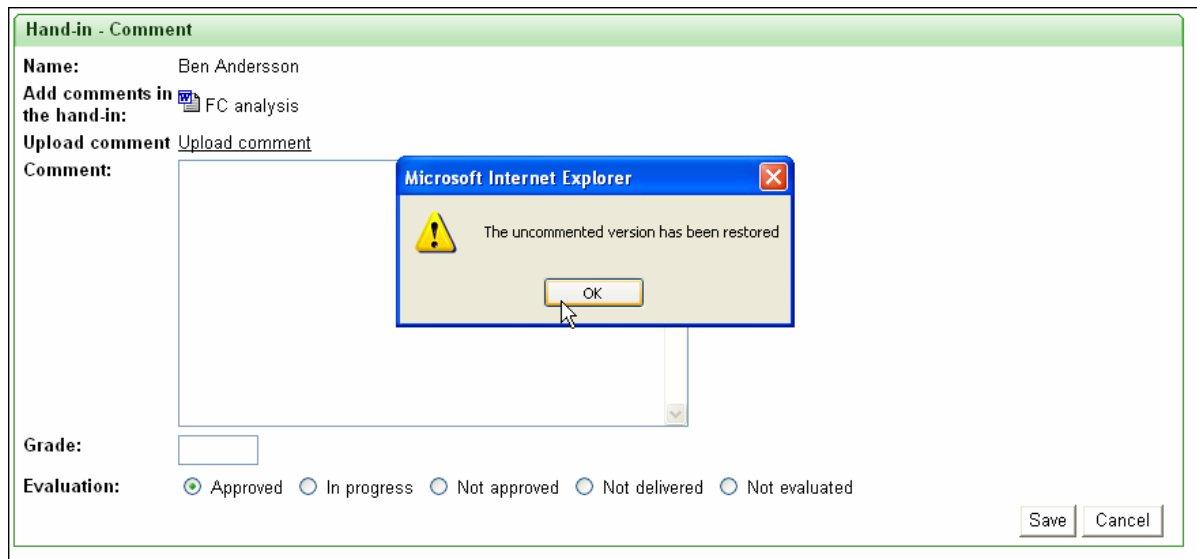
When you save the file it will happen locally on your PC, but as you close the source programme/ document, this copy will be transferred to Fronter. You will get the following confirmation if this was successful:



After commenting in the document you will get two links that were not there before;



One of these is the commented on file that can be opened or downloaded, whilst the other one reverts the commented on file to the original:

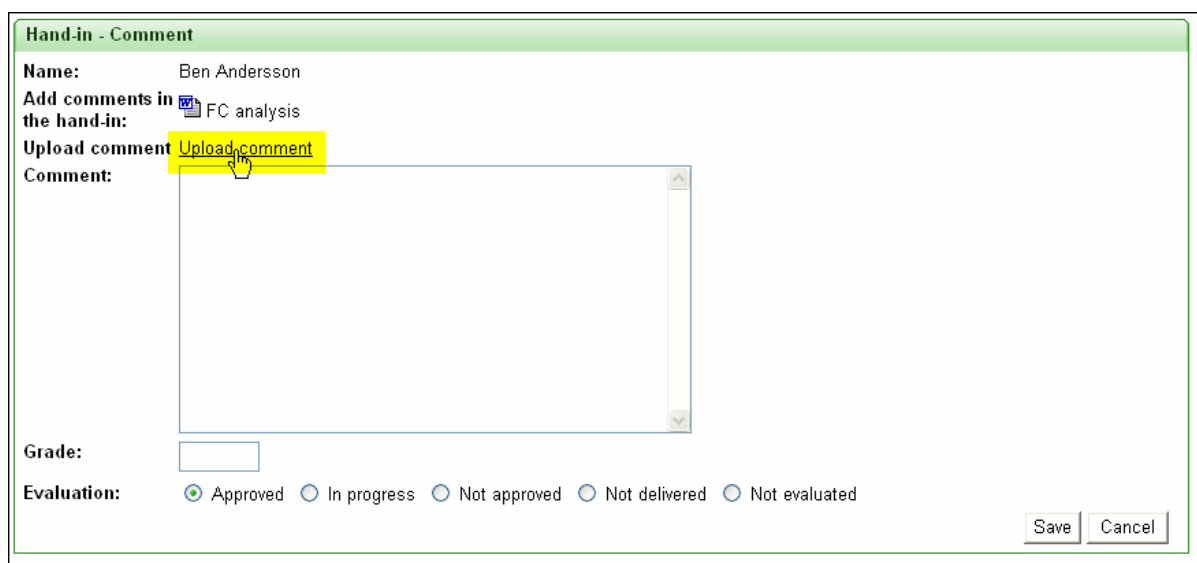


With this option there is no going back!

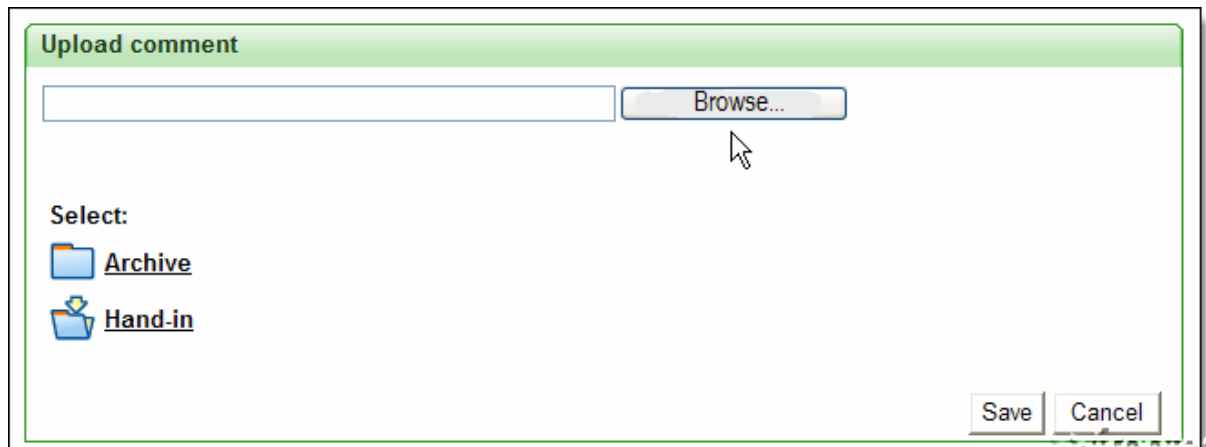
## Uploading your comments

Some people prefer to make comments outside of the submitted file. This can be practical if the document is quite large and maybe is read as a paper version rather than electronically.

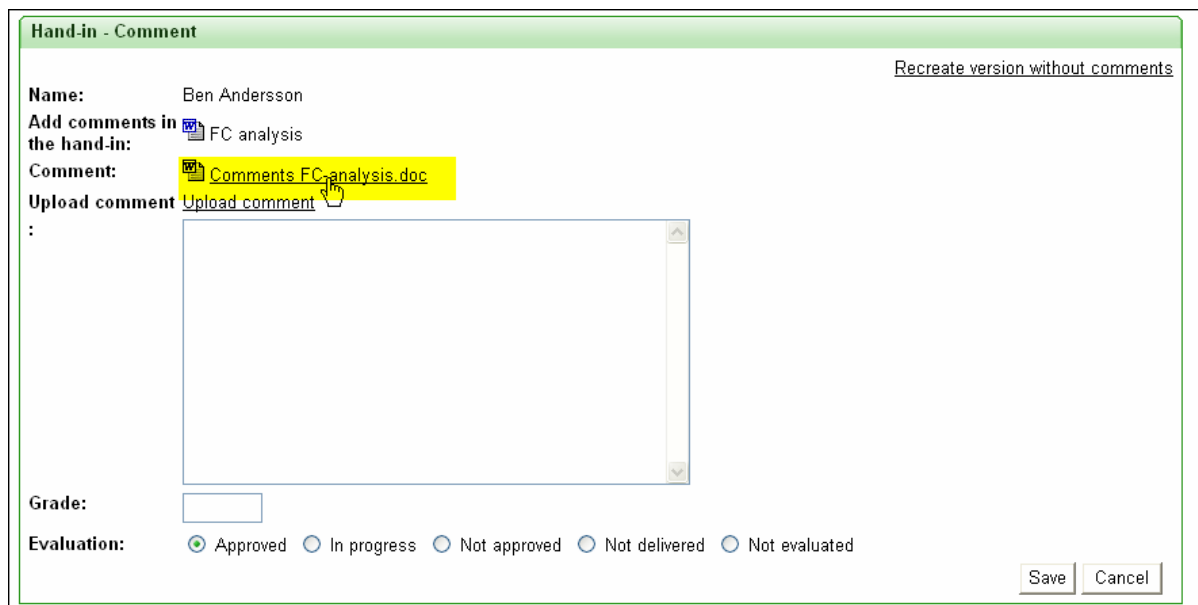
The comments are then written in Word, for example, and are uploaded as a normal file:



This option gets you to this picture:



As you can see you can choose the position of the comment file: Either from the PC or from the Archive, and when it is uploaded we can find it here:



Here you will see that your comment will get the file name it was given when it was created. If you want to delete this comment file you click on *Recreate version without comments*.

## Write comments in the comment field

You can in addition write comments in the separate field where you will also be given the option to decide on a mark, as well as verifying the completed work:

**Hand-in - Comment**

**Name:** Don Evavold

**Add comments in the hand-in:** 20050715 Organic chemistry

**Upload comment** [Upload comment](#)

**Comment:**  

Too short - this is some kind of left-hand-work!

**Grade:**

**Evaluation:**
 Approved
  In progress
  Not approved
  Not delivered
  Not evaluated

Depending on whether you choose Approved/ Not approved, In progress, Not delivered or Not evaluated you will get the following symbols in the display:

**Hand-in**  Details Deliver handin: [Upload file](#) [Create](#) [Link](#)

**Description:**

**Task:** Upload task

**From:** 2006-10-03 20:00

**To:** 2006-12-15 20:00

<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	File size
	Go up one level					
<input type="checkbox"/>	Annette Berry		Not delivered	2007-01-30	⊖	1 Paragraphs
<input type="checkbox"/>	Ben Andersson		FC analysis	2005-06-15	✓	32.5 kB
<input type="checkbox"/>	Don Evavold		20050715 Organic chemistry	2007-01-22	✗	1 Paragraphs
<input type="checkbox"/>	Charles Brown		Handed in on paper	2005-12-01	↗	1 Paragraphs
<input type="checkbox"/>	Ben Andersson		On the theory of PVC	2005-06-15	?	816.6 kB
<input type="checkbox"/>	Ben Andersson		FC prosess	2005-06-15	?	820.3 kB
<input type="checkbox"/>	Sarah Winter, Yvonne Young (Group hand-in)		Exercice 14	2005-07-01	✓	20.0 kB
<input type="checkbox"/>	Fay Greenfields		Plastics	2005-07-01	?	0 Paragraphs
<input type="checkbox"/>	Desmond Burns			Not delivered		

If you tick for *Details* on the top you will get a detailed display:

Hand-in  Details Deliver hand-in: [Upload file](#) [Create](#) [Link](#)

**Description:**  
**Task:** [Upload task](#)  
**From:** 2006-10-03 20:00  
**To:** 2006-12-15 20:00

<input type="checkbox"/> First Name	<input type="checkbox"/> Surname	<input type="checkbox"/> Title	Handed in	Status	Grade	File size
Go up one level						
<input type="checkbox"/>	Annette Berry	<input type="checkbox"/> Not delivered	2007-01-30	÷		1 Paragraphs
<input type="checkbox"/>	Ben Andersson	<input type="checkbox"/> FC analysis	2005-06-15	✓		32.5 kB
<input type="checkbox"/>	Don Evavold	<input type="checkbox"/> 20050715 Organic chemistry	2007-01-22	✗	E	1 Paragraphs
Comment: Too short - this is some kind of left-hand-work!						
<input type="checkbox"/>	Charles Brown	<input type="checkbox"/> Handed in on paper	2005-12-01	↗		1 Paragraphs
<input type="checkbox"/>	Ben Andersson	<input type="checkbox"/> On the theory of PVC	2005-06-15	✓	A	816.6 kB
Self assessment: A very, very interesting subject!						
Comment: Brilliant! This was really good work!						
<input type="checkbox"/>	Ben Andersson	<input type="checkbox"/> FC prosess	2005-06-15	✓	D	820.3 kB
Sarah Winter, Yvonne Young (Group hand-in)						
<input type="checkbox"/>	Yvonne Young (Group hand-in)	<input type="checkbox"/> Excercise 14	2005-07-01	✓		20.0 kB
Group members: Sarah Winter, Yvonne Young						
<input type="checkbox"/>	Fay Greenfields	<input type="checkbox"/> Plastics	2005-07-01	?		0 Paragraphs

## Recording no hand in has taken place

As mentioned earlier it can be useful to make a submission for a student who has not handed in any work and then record this on the comment page:

Hand-in - Comment

**Name:** Annette Berry

**Add comments in the hand-in:**  Not delivered

**Upload comment** [Upload comment](#)

**Comment:**  
 Annette did not hand in this exercise - no reason was given.

**Grade:**

**Evaluation:**  Approved  In progress  Not approved  Not delivered  Not evaluated

This will then appear in the Final assessment portfolio. Details of this can be found in the theme document about portfolio.

## Read comments

Each student will only be able to see his/her own completed work. In the illustration below we will see how Ben views the comments.

The screenshot shows a 'Hand-in' interface with a green header and a 'Details' tab selected. The description includes dates: 'From: 2006-10-03 20:00' and 'To: 2006-12-15 20:00'. Below is a table of assignments:

<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	Grade	File size
<input type="checkbox"/>	Ben Andersson		FC analysis	2005-06-15	✓		32.5 kB
<input type="checkbox"/>	Ben Andersson		On the theory of PVC	2005-06-15	✓	A	816.6 kB
Self assessment: A very, very interesting subject!							
Comment: Brilliant! This was really good work!							
<input type="checkbox"/>	Ben Andersson		FC process	2005-06-15	✓	D	820.3 kB

At the bottom, there are two buttons: 'Read comments' and 'Copy to final assessment'.

The student can also read the comment as well as looking at the mark by selecting the assignment (place a tick in front of the name), then click on *Read comments*:

This screenshot is similar to the previous one, but the 'On the theory of PVC' row is selected with a checkmark in the first column. A red arrow points from this row to the 'Read comments' button at the bottom.

If something is written in the comments field, it will look like this:

The dialog box titled 'Hand-in - Comment' displays the following information:

- Name: Ben Andersson
- Read comments given in your hand-in: On the theory of PVC
- Comment: Brilliant! This was really good work!
- Grade: A
- Evaluation: Approved

A 'Cancel' button is located in the bottom right corner.

The student will be able to click on the commented document (if you have made comments directly in it):

**Hand-in - Comment**

**Name:** Sarah Winter  
Yvonne Young

**Read comments given in your hand-in:** Commented version Exercise 14

**Comment:**

**Grade:**

**Evaluation:** Approved

Cancel

If you have uploaded a comment document it is displayed like this:

**Hand-in - Comment**

**Name:** Ben Andersson

**Read comments given in your hand-in:** FC analysis

**Comment:** Comments FC analysis.doc

**Grade:**

**Evaluation:** Approved

Cancel

## View/control of portfolio

For the teacher, Portfolio will be the tool that at any time displays a view of the submissions together with comments and evaluations:

The screenshot shows the LMS interface with a navigation menu on the left. The 'Portfolio' item is highlighted with a red arrow. The main content area shows the 'Statistics' tab selected, with various filters and a 'View' button.

Here you must select whom you want statistics on:

This close-up shows the 'Statistics' form with red boxes highlighting the 'From' and 'To' date fields (2004-09-16 to 2007-10-20) and the 'Group/student' dropdown menu (Students: BoC 2004-2007). The 'for hand-ins' checkbox is also checked.

Note that you can filter out information for a specific time interval.

For every assignment each student Hand ins, a new line is created in Portfolio. This tool is very efficient in order to keep a record of submissions throughout the academic year:

Hand-in							
Choose folder: View All							
First Name	Surname	Folder Name	Title	File size	Delivery date	Status	Grade
Ben Andersson		20050715 Organic chemistry	FC analysis	32.5 kB	2005-06-15 23:04	✓	
Ben Andersson		20050715 Organic chemistry	FC process	820.3 kB	2005-06-15 23:08	✓	D
Ben Andersson		The inert gases	Group 01 - Inert gases - unconventional use	0 bytes	2004-09-18 12:38	✗	
Ben Andersson		The inert gases	Inert gases - final hand-in from Group 01	0 bytes	2004-09-18 12:59	?	C+
Ben Andersson		20050715 Organic chemistry	On the theory of PVC	816.6 kB	2005-06-15 23:07	✓	A





Note also that you can turn the display of details on/off, on the top right hand side:

<b>Statistics</b>	Result matrix	Final assessment	Learning goals	<input checked="" type="checkbox"/> Details
Date:	From: 2004-09-16	To: 2007-01-31	(yyyy-mm-dd)	
Group/student:	->	Students: BoC 2004-2007		
View statistics for:	<input type="checkbox"/> activity in rooms	<input type="checkbox"/> in tests and courses	<input checked="" type="checkbox"/> for handins	
				View

Then it will look like this:

**Hand-in**

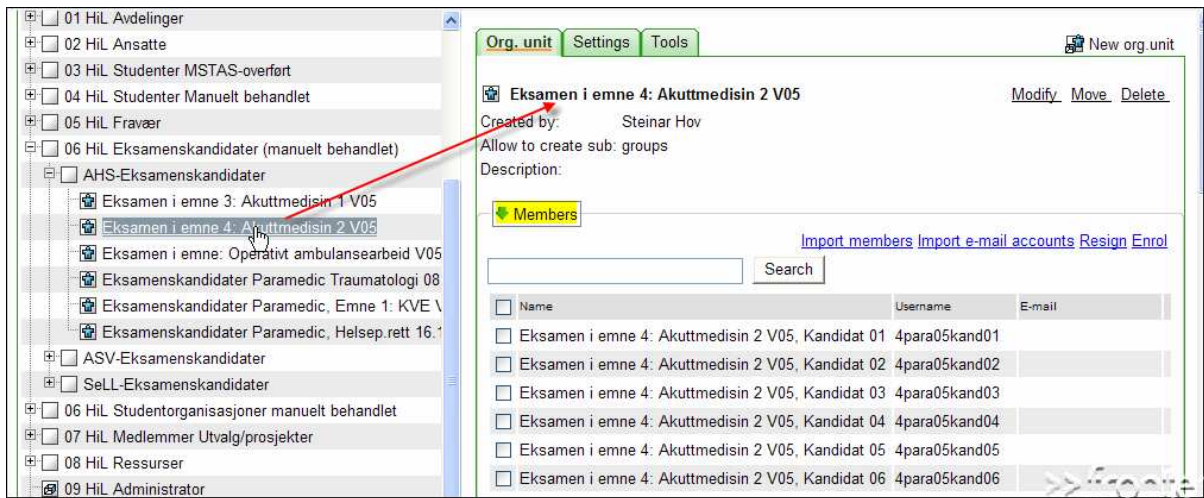
Choose folder: View All

First Name	Surname	Folder Name	Title	File size	Delivery date	Status	Grade
Ben Andersson		20050715 Organic chemistry	 FC analysis	32.5 kB	2005-06-15 23:04	✓	
Self assessment:							
Teacher comment:		No comments					
Ben Andersson		20050715 Organic chemistry	 FC process	820.3 kB	2005-06-15 23:08	✓	D
Self assessment:							
Teacher comment:		No comments					
First Name	Surname	Folder Name	Title	File size	Delivery date	Status	Grade
Ben Andersson		The inert gases	 Group 01 - Inert gases - unconventional use	0 bytes	2004-09-18 12:38	✗	
Self assessment:							
Teacher comment:		This can not be approved since too much is copied from the Internet. I give you one more chance!					
Ben Andersson		The inert gases	 Inert gases - final hand-in from Group 01	0 bytes	2004-09-18 12:59	?	C+
Self assessment:							
Teacher comment:		This was much better, although I miss some pictures to illustrate. The introduction could have been shorter and the references is missing some of the fundamental books.					

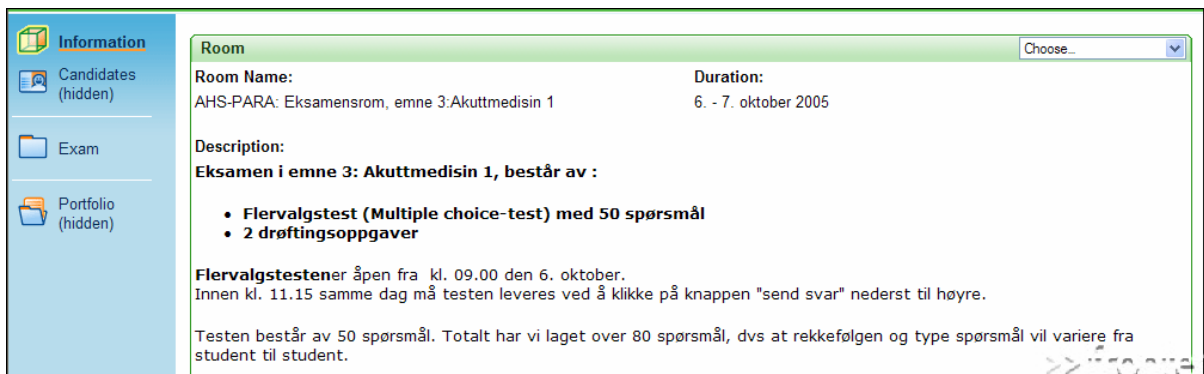
## Exams and Hand in- folders

At Lillehammer University College (HiL) we arrange home exams in several courses by using the Hand in- folder in a customised exam room in Fronter. The students are familiar with this work method throughout the term, as we use this tool in most of our subjects.

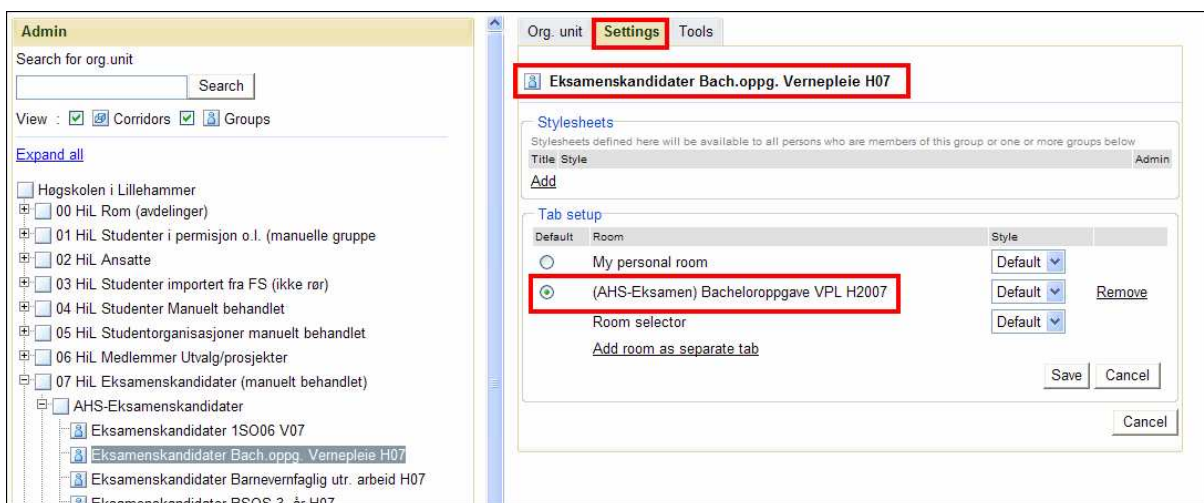
The planning consists of, amongst other things, creating new users with their candidate number as username in Fronter. An Excel file is manipulated and imported in a separate org.unit created for this purpose – a job for the administrator. This is how it looks like:



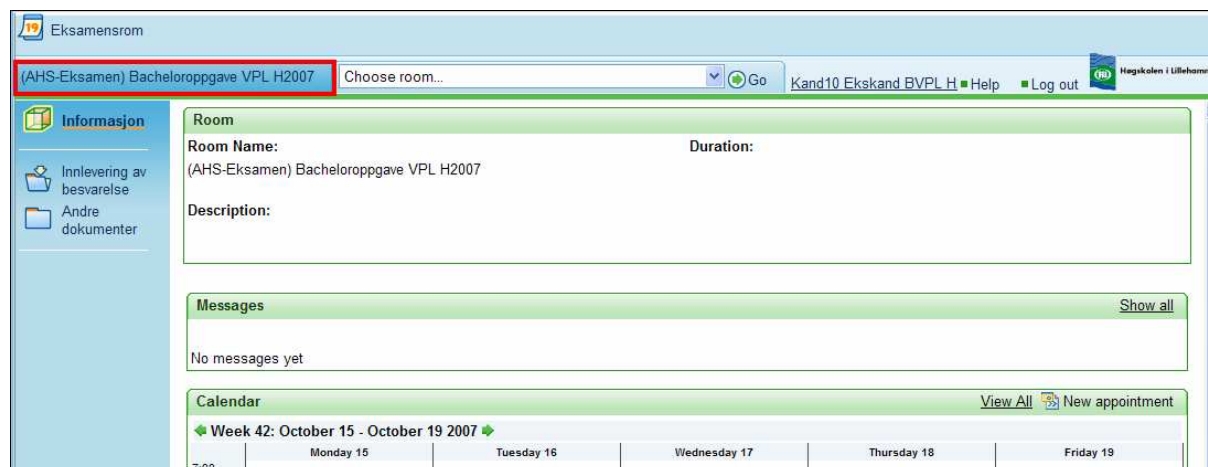
Then a separate room is created in Fronter where these participants are enrolled with writing rights. It is given a customised design:



To make navigation as easy as possible we also use the setting *Design*:



First we select the group and then apply the setting Design where we choose the exams room where the students are enrolled. Selecting *Default* (radiobutton) for the room is the smart move: When the student logs on he or she will automatically enter this room upon login:



Note the personal toolbar: a user template is applied to all students to ensure they have this very simple toolbar.

For a “regular” teacher some of what is mentioned here is outside his/her scope without the help of an administrator – it is about having rights as well as some underpinning knowledge of Fronter. However, the purpose has been to give you some ideas of the possible uses of Hand in –folders!

### **Plagiarism Control with Ephorus (requires additional licence)**

In this part of the booklet we look at how plagiarism controls can be carried out by using Ephorus (additional product) together with hand-in folders.

We assume the Administrator has registered the relevant e-mail addresses in Ephorus, and each individual teacher has activated his/her account. It follows the principle that the teacher can check work in a hand-in folder and then send it off to Ephorus. For this to happen, an (approved) e-mail address must have been entered. Any reply messages from Ephorus will be sent to this e-mail address. The fundamental registration details that have to be carried out by the Administrator are described in a separate booklet.

## Registering the Ephorus Class Code

An approved e-mail address must be registered as an Ephorus Class Code in the hand-in folder where you will carry out the plagiarism control.

The screenshot shows a web form titled "Hand-in - Create Folder". It contains the following fields and sections:

- Title:** A text input field containing "The inert gases".
- Description:** A text area with up and down arrow controls.
- Customise opening hours:** A section with three rows of settings:
  - Open from:** 08:00, 2007-03-05, with a dropdown arrow.
  - Open to:** 12:00, 2007-03-10, with a dropdown arrow.
  - Notification:** 08:00, 2007-03-07, with a dropdown arrow.
- Customise access:** A section with a dropdown arrow.
- Limit/adjust access rights:** A section with a dropdown arrow.
- Customise content:** A section with a dropdown arrow.
- Attach to learning goal:** A section with a dropdown arrow.
- Show/Hide details:** A text label.
- Ephorus settings:** A section with a dropdown arrow and a text input field for the **Ephorus Class Code** containing the email address "emily.evavold@muc.edu".

At the bottom right of the form are "Save" and "Cancel" buttons.

Note: The option Ephorus settings will only be displayed if this additional product has been activated in the Fronter Licence.

## Submitting and receiving feedback on work

You have to check the work that is to be submitted:

The screenshot shows a 'Hand-in' interface with a green header bar. Below the header, there is a 'Description' section with a task title and an 'Upload task' button. The 'From' and 'To' dates are displayed. A table lists the submissions with columns for 'First Name', 'Surname', 'Title', 'Handed in', 'Status', and 'File size'. The table contains several rows, including group hand-ins and individual file uploads. At the bottom, there are checkboxes for 'Don Evavold' and 'Tad Greenfields' with a 'Not delivered' status.

First Name	Surname	Title	Handed in	Status	File size
Go up one level					
Ben Andersson,	Annette Berry,				
Charles Brown,	Desmond	Group 01 - Inert gases - unconventional use	2004-09-18	✗	9 Paragraphs
Burns (Group hand-in)					
Ben Andersson,	Annette Berry,				
Charles Brown,	Desmond	Inert gases - final hand-in from Group 01	2004-09-18	✓	1 Paragraphs
Burns (Group hand-in)					
Jancis Robinson		UNCONVENTIONAL SCIENCE.doc	2004-09-22	➔	28.5 kB
Annette Burns,	Emily Green (Group hand-in)	THE INERT GASES.doc	2007-03-05	?	31.0 kB
Don Evavold				Not delivered	
Tad Greenfields				Not delivered	

The actual hand-in takes place as an option at the very bottom:

The screenshot shows a list of names with checkboxes and a 'Not delivered' status. Below the list is a row of action buttons: 'Send to Ephorus', 'Hand in on behalf of', 'Comment', 'Copy to final assessment', 'Edit properties', 'Delete', and 'Download'. The 'Send to Ephorus' button is highlighted in yellow.

<input type="checkbox"/> Sarah Winter	Not delivered
<input type="checkbox"/> Tad Winter	Not delivered
<input type="checkbox"/> Yvonne Young	Not delivered

[Send to Ephorus](#)
[Hand in on behalf of](#)
[Comment](#)
[Copy to final assessment](#)
[Edit properties](#)
[Delete](#)
[Download](#)

Depending on the load of the service at Ephorus, the actual hits that indicate *possible* plagiarism will appear in a few hours as one or more e-mails to the address you entered under the Ephorus settings. In periods of low load the typical response time is 10 minutes. You will *not* get a message if there are no hits in the search at Ephorus.

A possible reply may look like this:

From: services@ephorus.com  
 Date: 2007/02/27 09:56  
 Subject: (100%) Ephorus detected possible plagiarism.

**Ephorus detected possible plagiarism:** Name : via fronter - Ashley - susana Student nr : susana See attached results for details. **Extended report** The attached report is the standard version. If you click [here](#) you'll be referred to our website, where you can view the strict and compliant version too. **Notification settings:** You do not receive an e-mail when a student hands in a document. You receive an e-mail when Ephorus detected at least 15% possible plagiarism. Click [here](#) if you want to change your notification settings. This is an auto generated E-mail. Please do not reply to this e-mail. If you have any questions contact support@ephorus.nl.

Tittel	Størrelse
Kilde	32.7 kB
summary_medium.html	4.5 kB
result1_medium.html	8.2 kB
result2_medium.html	7.9 kB
result3_medium.html	7.0 kB

The e-mails will contain attachments that you have to open and assess:

**via fronter - Ashley - susana**

Send:2007-02-27T10:56:39.897  
 Student Name: via fronter - Ashley - susana  
 Student Nr.:susana  
 Found on title:[http://www.ntu.ac.uk/vacancies/support\\_vacancies/46878gp.html](http://www.ntu.ac.uk/vacancies/support_vacancies/46878gp.html)  
 Found on:[http://www.ntu.ac.uk/vacancies/support\\_vacancies/46878gp.html](http://www.ntu.ac.uk/vacancies/support_vacancies/46878gp.html)

nextHold a Mphil, MBA or other masters level degree in the field of business and management or organisation studies. Please note, MAs from Oxford and Cambridge universities are not appropriate as an entry qualification  
 Hold, or have held, a post which includes managerial responsibilities OR to have been in a position to be able to observe organisational and managerial practice  
 Have the potential to conduct research and write a thesis at doctoral level  
 For students where English is not their first language they will need to evidence English language proficiency to the following standards: overall IELTS score of 6.5 to include a minimum of 6.0 in Reading and Writing elements or 6.0 TOEFL 600, to include the Test for Written English (TWE) 5 or above. However, applicants with a first degree and / or a masters qualification taught and assessed in English are exempt from IELTS/ TOEFL requirements.

Original:	Found:
Clifton campus Sport and active lifestyles are enjoying a very high profile at Nottingham Trent University. A new Sport and Lifestyle Department was set up in 2005 and tremendous progress has been made in transforming NTU into a University that encourages success in sport, at the same time as promoting healthier lifestyles among its students and staff. We now require an effective administrator to provide a range of support activities for the Department. You will not only undertake a range of administrative roles, but will also provide a front-facing aspect of the Sport and Lifestyle Department. This will involve being an initial contact point for enquiries, both face-to-face and through other media.	Clifton campus Sport and active lifestyles are enjoying a very high profile at Nottingham Trent University. A new Sport and Lifestyle Department was set up in 2005 and tremendous progress has been made in transforming NTU into a University that encourages success in sport, at the same time as promoting healthier lifestyles among its students and staff. We now require an effective administrator to provide a range of support activities for the Department. You will not only undertake a range of administrative roles, but will also provide a front-facing aspect of the Sport and Lifestyle Department. This will involve being an initial contact point for enquiries, both face-to-face and through other media.

Where Ephorus has found hits, both the sent text and the "original" text will be displayed side by side. *Whether* this is plagiarism each individual teacher has to decide, and the use of this tool has to have an educational basis.

## Version control

Version	Date	Description	Responsible
51.1	15.03.05	Theme: Hand in folders, higher education	Steinar Hov
61.1	13.12.05	Added new functions and merge document for higher education and primary school	Steinar Hov
71.1	05.03.07	Plagiarism control	Steinar Hov
72.2	19.10.07	Updated images	Steinar Hov
81.1	01.12.07	New function	Steinar Hov
82.1	18.08.08	No changes	Steinar Hov

## QA Revision

Date	Verified by	Comments
16.03.05	Ingun Vaglid	Checked and corrected
14.06.05	Ingun Vaglid	Checked and corrected
14.12.05	Ingun Vaglid	Added new English text, checked and corrected.
05.03.07	Ingun Vaglid	Checked and corrected
19.10.07	Eli Toftøy-Andersen	Approved
01.12.07	Georg Ranhoff	Approved
18.08.08	Ingun Vaglid	Approved